



DRIVER III (DISPATCHER) Classification Specification

ESSENTIAL DUTIES:

- Monitor, respond, and maintain supervision of two-way radio communication
- Serve as a liaison between drivers, parents, and schools
- Perform a variety of documentation and other clerical activities
- Serve as back up driver when routes cannot be covered by substitutes
- Individual positions may be responsible for some or all of the listed duties and/or other related duties

KNOWLEDGE OF:

- Policies, procedures, and programs of the immediate work unit.
- Principles and practices of administration and management.
- Agency or program rules, regulations, and operating procedures.
- Federal Communications Commission radio transmission procedures
- CPR, First Aid, and evacuation procedures

SKILLED IN:

- Microsoft Office
- Operating communication equipment
- Problem solving
- Use of office equipment and computer programs

ABILITY TO:

- Communicate information so others will understand
- Create and maintain driver records

SPECIAL CONDITIONS/REQUIREMENTS:

- Must be able to pass FBI and State background check.
- Valid Arizona CDL with passenger and S endorsement
- Must pass post offer physical
- Must pass beginning Sign Language course and/or Mobility Training
- Positions working directly with students must obtain CIT (Crisis Intervention Training), CPR, and First Aid certification

Class Title: Driver III
Job Code: GSD52007
Pay Grade: 7
12/20/2007

Occupational Group: Operations

EEO Code: 8
FLSA: NE

Class Code: 590
Revision date:

Superintendent Signature/Date
